



# COMMONWEALTH of VIRGINIA

C. C. Murphy,  
Facility Director  
Main: (804) 524-4691  
Fax: (804) 524-7594

*Department of Mental Health, Mental Retardation and  
Substance Abuse Services  
Virginia Center for Behavioral Rehabilitation*

PO BOX 4030  
PETERSBURG, VIRGINIA 23803  
(804) 524-7000 VOICE/TDD

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the responsibility of the Virginia Center for Behavioral Rehabilitation (VCBR) to be in compliance with Governor Timothy M. Kaine's Executive Order Number One, dated January 14, 2006.

VCBR shall provide equal employment opportunities to its employees and applicants for employment on the basis of: knowledge, skills, and abilities without regard to race, sex, color, national origin, religion, sexual orientation, age, political affiliation, or against otherwise qualified persons with disabilities, except when age or sex is a bona fide occupational qualification. Furthermore, VCBR will not permit the lowering of bona fide job requirements, performance criteria, or qualifications in order to give preference to any state employee or applicant for state employment on the basis of the above prohibitions.

This statement shall be followed in all aspects of the hiring process and employment practices, including:

- Hiring, demotion, promotion, role change, in-band adjustment, layoff, and transfer;
- Application of performance management and employee development;
- Application of corrective actions, including disciplinary actions; and
- Compensation, pay practices, and other terms, conditions, and privileges of employment.

In addition, discrimination, harassment and retaliation of any kind, will not be tolerated. If an employee or applicant for employment believes that the Executive Order Number One has been violated, he or she needs to bring their complaint to the immediate attention of the Facility Director or the Director of Human Resources. The matter will be investigated and any employee found in violation of this statement or the Governor's Executive Order Number One, shall be subject to appropriate disciplinary action under the Standards of Conduct.

*Signature on file.*

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**C.C. Murphy, Facility Director**

**October 31, 2006**

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**Date**

*Virginia Center for Behavioral Rehabilitation is an equal opportunity employer*